



Attachment C: Program Work Plan

Any services in this contract awarded to Contractor based on Contractor's submission (Contractor's Proposal) in response to a Request for Proposal (RFP) or Invitation for Bid (IFB) shall be subject to the terms and conditions in both the Contractor's Proposal and the RFP [or IFB], incorporated herein by reference, which shall apply as if fully stated herein. If there is any inconsistency between any part of this Agreement and another, the order of precedence as provided in Section I(C) of the Master Contract Standard Terms and Conditions shall control.

Contract #: \_\_\_\_\_

Contract Period: \_\_\_\_\_

Agency: \_\_\_\_\_

Program Name: \_\_\_\_\_

Instructions: Complete all blank areas and provide detailed program information as appropriate. Programs are required to comply with all standards in applicable regulations and/or OMH fiscal and program guidelines. It is not required to repeat any of this information in the program work plan.

1. Program Overview: A summary of the program(s).

Empty rectangular box for program overview.

2. Program Specifics, Target Population & Capacity/Persons Served: A description of the type of program(s), location(s) and the specific groups of people (individuals, families, or community members) who will be served or directly interact with the program(s), including referral sources, geographic location and demographics, as well as a description of the program(s)' capacity, including the number of contracted units (e.g., residential programs or case management programs), the number of unduplicated persons being served annually (e.g., community support programs), and the number of days/hours the program is in operation.

Table with 4 columns: Program Name/Type, Service Capacity, Location (County/City), Target Population. Multiple empty rows for data entry.

[Add additional detail]

**3. Services Provided:** A detailed explanation of the program(s)' core features (e.g., the kinds of services provided). Licensed programs are not required to repeat any standards already included in the applicable regulations and/or guidelines for those programs.

**4. Staffing/Resources:** A general description of the staffing resources, qualifications, and ongoing staff development/training activities; and relevant experience of the provider organization to support the program(s).

**5. Program Goals/Outcomes:** A description of the desired benefits or changes for the target population(s) following their interaction with the program(s).

**6. Specific Deliverables and Timeframes (If Applicable):** A detailed description of the specific activities and steps required to operate the program(s) and/or project(s).

**7. Performance Targets/Milestones (If Applicable):** A description of the proposed measures to track whether the project(s) or program(s) is/are on course with its performance targets.